Purdue University -- Instructional Coordinator I

## JOB DUTIES

The successful candidate will assist the course instructor with all aspects of the laboratory instruction, including coordinating and conducting instructional activities, supervising the daily laboratory operations, and preparing and administering assessment materials.

#### QUALIFICATIONS

# Required:

- · Bachelor's degree in Biology, Chemistry, Biochemistry, Physics, Pharmacy, Science Education, or related field.
- One year experience teaching introductory biology material.
- Ability to effectively consult and collaborate with faculty, staff and students on instructional needs.
- Strong ability to work well with people of diverse cultural and socioeconomic backgrounds.
- Excellent interpersonal, organizational, and time management skills.
- Ability to work independently and within a team, identify problems and implement solutions.
- Ability to lift and carry 10 pounds frequently and 20 pounds occasionally.

## Preferred:

- Degree in Biology.
- One or more years teaching grades K-12.
- Administrative experience.

## Additional Information:

- This is a nine month (AY) academic year position. Benefits do apply.
- A background check will be required for employment in this position.

For consideration submit resume and apply online for this staff position at: <a href="www.purdue.edu/careers">www.purdue.edu/careers</a> (optional more direct link: <a href="http://purdue.taleo.net/careersection/wl/jobdetail.ftl?lang=en&job=1501429">http://purdue.taleo.net/careersection/wl/jobdetail.ftl?lang=en&job=1501429</a>) and reference Job Number 1501429.

Purdue University is an EEO/AA employer. All individuals, including minorities, women, individuals with disabilities, and protected veterans are encouraged to apply. (For print ads only, this last line can be shortened to: EOE/Vet/Disabled)